



## New Training Policy for Materials Sciences Division

**All MSD Employees and Guest must complete all training requirements before working in the laboratory**

In its February, 2000 meeting, the MSD Division Executive Board unanimously approved a new training policy for MSD employees and guests. The new policy is described below for (1) researchers who work on the main LBNL site and (2) for researchers who work exclusively on the UCB campus. The forms associated with this new policy (**MSD Training Checklist** and **MSD Training Certification Form**) can be found at the MSD internal web site ([www.lbl.gov/msd/Internal/MSD\\_Internal.html](http://www.lbl.gov/msd/Internal/MSD_Internal.html)).

### MSD Training Policy and Procedures for Researchers on the Main LBNL Site Effective May 1, 2000

All MSD employees and guests who work on the LBNL main site must be fully trained before they can perform laboratory work. The sole exception is participating guests who are here for less than one week; they may do laboratory work without LBNL training but only under the direct supervision of someone who is trained. It is the responsibility of the supervisor to insure that all personnel are properly trained.

The **MSD Training Checklist** supercedes the Job Hazards Questionnaire and lists possible hazards involved in research in MSD laboratories and the required training classes for those hazards. There are three ways to satisfy a training requirement.

- By viewing a videotape of the training class. There are three ways to do this. (1) The MSD Internal web site has streaming video versions of the six most commonly required classes. (2) CDs with the same content have been distributed to all Group Safety Representatives and are also available from the MSD EHS Administrator (see below). (3) The Building Managers of Bldgs. 72 and 2 and the MSD EHS Administrator will have videotapes for loan of most of the training courses. In any of these cases, the MSD Internal web site has self-test material to help supervisors insure that the employee/guest has learned the training material.
- By taking a training class offered by EHS Division. Most of these classes are offered once per month; others, e.g. Laser Safety Training and X-ray Safety Training are offered by appointment. The schedule for these classes is in *Currents* and on the EHS Division web site.

- By supervisor exemption. A supervisor may exempt an employee/guest from a required training class if the supervisor certifies on the MSD Training Checklist that the employee/guest has already been trained for a particular hazard by a combination of prior experience (includes training classes taken at other institutions) and/or on-the-job training.

The MSD Training Checklist must be completed, signed by the supervisor, and sent (via mail or fax) to the MSD EHS Administrator (Shanshan Taylor, x5810, fax x7768, [SLTaylor@lbl.gov](mailto:SLTaylor@lbl.gov)) before an employee/guest is allowed to work in a laboratory. Card key access will not be granted and laboratory room keys will not be issued until this form is completed. Untrained individuals may not work in MSD laboratories. Existing personnel with unsatisfied training requirements will have until 5/17 to complete their training requirements. The DOE research account of the supervisor may be subject to fines for violation of this policy.

### MSD Training Policy and Procedures for Researchers on the UCB Campus Effective May 1, 2000

Supervisors of new LBNL employees and guests who work on campus must certify that appropriate training has been provided to the personnel that they supervise. The text of the **MSD Training Certification Form** is given below.

I certify that \_\_\_\_\_ has received and understood the training required to understand and minimize the hazards of his/her job assignment.

This must be signed by PI and is due within 30 days of the start date of new campus employee/guests.